

**M e m o r a n d u m**

Date: June 2, 2008

To: Assistant Commissioner, Field

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Central Division

File No.: 401.Isumanager.10617.Isu.Memos.Auditresponse

Subject: CENTRAL DIVISION AIR OPERATIONS AUDIT

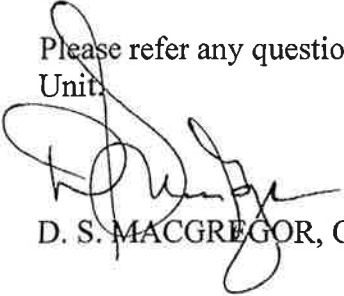
During the months of January and February 2008, Central Division's Air Operations Unit was audited by the Office of Air Operations (OAO). On May 1, 2008, OAO provided a copy of the audit to Central Division with its findings.

As of the date of this memorandum, all suggestions contained in the memorandum have been complied with or, in the case of training, are scheduled to be in compliance. The following items are pending:

VII.V.1a-b: The updating of EMS agreements with allied agencies and hospitals is in progress.

VII.B.2.: A written agreement with American Ambulance for paramedic ride-alongs is in progress.

Please refer any questions to Lt. Bruce Williams at the Central Division Investigative Services Unit.



D. S. MACGREGOR, Chief

**MAILED**

6/4/08-002

**M e m o r a n d u m**

Date: March 30, 2009

To: Central Division Commercial Unit  
Lieutenant Alfredo Vasquez

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Central Division

File No.: 410.13721

Subject: CIEP AUDIT


On March 30, 2009, a Commercial Industry Education Program (CIEP) audit was conducted for calendar year 2008. Materials reviewed included 100 forms of the two CIEP Coordinators from Central Division, MCSI Daniel Cantieri and Officer Kevin Miller, as well as reports received from the Statewide CIEP Coordinator, AGPA Mario Esbri, who is assigned to Commercial Vehicle Section. The audit revealed Central Division's CIEP was administered within the policy and guidelines contained in HPM 82.6, chapter 15.

Below is a breakdown of Central Division's CIEP efforts for 2008:

Total number of presentations:	299
Total number of attendees:	10,903
Total hours expended:	680.5
Presentations on CIEP Overtime:	23
CIEP Overtime used: (travel and preparation)	141
CIEP Control numbers issued:	21*

\*Two presentations were two-day events that utilized the same control number.

There were two presentations conducted outside of Central Division. These presentations were approved by both Divisions and the Statewide CIEP Coordinator.



H. MADRIGAL  
Sergeant

*Safety, Service, and Security*

*n 4/3/09*

**M e m o r a n d u m**

Date: May 22, 2009

To: Office of the Assistant Commissioner, Inspector General

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Central Division

File No.: 401.ASU.11497.17497.2008draftcommnadaudit

Subject: 2008 DRAFT COMMAND AUDIT REPORT RESPONSE

This memorandum is to address the 2008 Draft Command Audit Report of Central Division prepared by the Office of Assistant Commissioner, Inspector General, dated April 29, 2009. The report identified deficiencies related to the management of contracts, reimbursable services contracts, and fleet operations. Central Division has addressed each deficiency and conducted follow-up to ensure compliance with departmental policy.

**Contracts**

- The command does not properly maintain its contract files.

Central Division concurs with this assessment. The Associate Government Program Analyst and Staff Services Analyst were advised of the deficiency and were provided training to ensure the contract maintenance and retention process is compliant with departmental policies and procedures.

**Reimbursable Services Contracts**

- The command provides Wide Load Escort reimbursable services without obtaining advance payment from vendors prior to providing services.
- The command does not submit the Wide Load Escort reimbursable services billing packages to Fiscal Management Section in a timely manner.
- The command does not maintain complete or accurate Wide Load Escort reimbursable services files.

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Central Division concurs with this assessment. The Wide Load Escort Coordinator was advised of the deficiencies and provided training to ensure the reimbursable services process is compliant with departmental policies and procedures.

#### **Fleet Operations**

- The command does not regularly perform a 5,000-mile inspection of vehicle according to policy.
- The command supervisor/commander does not review or sign the Automotive Delegation Control Log (316A) forms.
- The command does not maintain a monthly gasoline summary.
- The command does not perform a quarterly physical inventory for all vehicle parts, accessories, and fluids.
- The command does not perform a regular inspection to locate any leaks on the gasoline dispenser, the water and air wells, and the paved areas adjacent to the service station.

Central Division concurs with this assessment. The Administrative Services Supervisor and both Automotive Technicians were advised of the deficiencies and provided training to ensure Central Division's fleet operations are compliant with departmental policies and procedures.

Central Division has conducted follow-up inspections of the items the Command Audit Report identified. These inspections have shown the training provided to staff members has remedied the deficiencies. The issues addressed in the audit have been resolved. Should you desire any further information regarding this issue, please contact Lieutenant J. Kahn at (559) 277-7250.



J. R. ABRAMES, Chief

cc: Office of the Assistant Commissioner, Field

**M e m o r a n d u m**

Date: May 1, 2008

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Assistant Commissioner, Field

File No.: 002.018.A12077.2008044

Subject: CENTRAL DIVISION AIR OPERATIONS AUDIT

During the months of January and February 2008, a formal evaluation of the Central Division Air Operations Unit was conducted by the Office of Air Operations (OAO) in accordance with policy contained in HPM 100.7, Air Operations Manual.

The evaluation team was provided access to appropriate records and equipment. Additionally, key personnel were made available to assist OAO personnel during the evaluation. Sergeants Jennings and Bickford, the unit's aerial supervisors, along with other unit members were helpful throughout the evaluation. Sergeants Jennings and Bickford and all personnel at the air unit should be commended for a job well done.

A copy of the evaluation is attached for your review. Please ensure that the identified discrepancies are corrected as soon as possible, and advise this office of the corrective action within 30 days. Should you have questions regarding the evaluation, please do not hesitate to contact Captain Dittimus at (916) 375-6900.

  
T. J. CLARK  
Assistant Commissioner

cc: Sergeants Jennings and Bickford

Attachments

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**AIR UNIT OPERATIONAL EVALUATION**

018-11 Rev. 2/05 OPI 018

DIVISION EVALUATION: CENTRAL DIVISION

DATE OF EVALUATION: JANUARY/FEBRUARY 2008

DATE OF LAST EVALUATION: JANUARY 2006

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
<b>I. UNIT PROCEDURES AND ORDERS</b>					
<b>A. UNIT STANDARD OPERATING PROCEDURES (SOP)</b>					
1. IS THE UNIT SOP WELL ORGANIZED AND CURRENT?	√				√
2. ARE ESSENTIAL PROCEDURES AND DIRECTIONS COMPLETE?					√
3. DOES THE SOP CONTAIN AN APPROPRIATE ORGANIZATIONAL CHART?					√
4. DOES THE SOP COMPLY WITH DEPARTMENTAL POLICY?					√
5. IS THERE A SYSTEM ENSURING EACH MEMBER HAS REVIEWED THE SOP?					√
A. IS THE REVIEW DOCUMENTED?	√				√
6. ARE PROCEDURES OUTLINED IN THE UNIT SOP WHICH ADDRESSES OPERATIONS IN UNIQUE HAZARDOUS AREAS?	√				√
7. IS THERE A WRITTEN "PRE-ACCIDENT" PLAN IN THE SOP?					√
8. DOES THE SOP IDENTIFY HIGH RISK MISSIONS, AS REQUIRED BY HPM 100.7?					√
9. ARE ALL CALL OUT PROCEDURES OUTLINED IN THE SOP?					√
10. DOES THE SOP OUTLINE THE DAILY PROCEDURE FOR REPORTING AIRCRAFT STATUS TO DISPATCH AND ALLIED AGENCIES?					√
11. ARE PROCEDURES LISTED IN THE SOP FOR CONTACTING A SUPERVISOR DURING OFF DUTY HOURS?	√				√
12. ARE "GO/NO GO" CRITERIA FOR AIRCRAFT CONTAINED IN THE SOP?					√
13. ARE PROCEDURES OUTLINED IN THE SOP WHICH ADDRESSES REQUIRED ACTION IN THE EVENT OF A FUEL SPILL?					√
14. DOES THE SOP ADDRESS RESTRICTIONS REGARDING "HOT REFUELING" OTHER THAN THOSE OUTLINED IN HPM 100.7?	√				√
<b>B. OTHER PROCEDURES</b>					
1. IS OPERATIONAL INFORMATION DISSEMINATED TO UNIT MEMBERS?					√
2. ARE FLIR, EMS, SAR, ARRESTS AND SPECIAL CIRCUMSTANCES ADEQUATELY DOCUMENTED?					√
<b>II. AIRPLANE</b>					
<b>A. TRAINING PILOTS - TRAINING AND CERTIFICATION</b>					
1. DO THE TRAINING PILOTS POSSESS CURRENT CERTIFICATE FLIGHT INSTRUCTOR (CFI) RATINGS?	√				√
2. ARE THE TRAINING FLIGHTS SCHEDULED THROUGHOUT THE REPORTING PERIOD?	√				√
3. ARE TRAINING FILES MAINTAINED FOR EACH PILOT?					√
4. ARE THE FILES CURRENT, ACCURATE AND WELL ORGANIZED?	√				√
5. IS THE TRAINING CHART CURRENT?					√
<b>B. PILOT TRAINING, CERTIFICATION, AND CURRENCY</b>					
1. DO PILOTS POSSESS A VALID SECOND CLASS MEDICAL CERTIFICATE?					√

DIVISION EVALUATION: CENTRAL DIVISION

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
2. ARE PILOTS AND FAA LIMITATIONS, RESTRICTIONS OR CONDITIONS CONSPICUOUSLY POSTED AND REVIEWED QUARTERLY?					√
A. IS THE REVIEW DOCUMENTED?					√
3. ARE EMERGENCY PROCEDURES AND OPERATIONAL MANEUVERS DOCUMENTED IN TRAINING?					√
4. IS THERE A PROCEDURE TO ENSURE COPIES OF NEW FAA LICENSES AND RATINGS ARE PLACED IN THE PILOTS' FIELD FLIGHT FOLDER AND FORWARDED TO CHIEF AIRPLANE PILOT?					√
5. ARE PILOTS RECEIVING FLIGHT TRAINING TOWARD THE REMOVAL OF FLIGHT RESTRICTIONS?					√
6. DO PILOTS RECEIVE AT LEAST THREE HOURS OF CONTACT FLIGHT AND THREE HOURS OF INSTRUMENT FLIGHT TRAINING PER QUARTER?					√
7. ARE EVALUATIONS AND FLIGHT TRAINING MEANINGFUL?					√
A. IS A CHP 93E (AIRCRAFT CHECKRIDE EVALUATION) COMPLETED FOR EACH TRAINING FLIGHT?					√
B. IS A CHP 93E COMPLETED ON INSTRUMENT CURRENCY FLIGHTS?	√				√
C. ARE DEFICIENCIES NOTED AND APPROPRIATE COMMENTS MADE?					√
8. IS GROUND INSTRUCTION INCLUDED AS AN INTEGRAL PORTION OF OVERALL PILOT TRAINING?					√
9. IS A TRAINING LIBRARY ESTABLISHED FOR REFERENCE?					√
10. DO PILOTS RECEIVE NIGHT PROFICIENCY FLIGHT TRAINING/CERTIFICATION ANNUALLY?					√
11. HAVE ALL PILOTS COMPLETED SEMIANNUAL CHECK FLIGHTS WITHIN ALLOCATED TIME FRAMES?					√
12. HAVE FAA FLIGHT REVIEWS BEEN ACCOMPLISHED AND DOCUMENTED FOR ALL PILOTS?					√
13. DO PILOTS MAINTAIN INSTRUMENT AND NIGHT FLIGHT CURRENCY ACCORDING TO FAR 61.57?					√
14. IS FREQUENCY OF MOUNTAIN FLIGHT TRAINING APPROPRIATE?					√
15. IS THE UNIT'S TRAINING CONSISTENT WITH THE TYPE OF MISSIONS INDICATED IN THE MONTHLY SUMMARY OF FLIGHT ACTIVITY AND CHP 93?	√				√
<b>C. FLIGHT OPERATIONS</b>					
1. DO FLIGHT CREWS USE FLIGHT SAFETY AS THE PRIMARY CONSIDERATION IN ACCEPTING OR TERMINATING A FLIGHT OR MISSION?					√
A. HOW IS THIS DETERMINED?					√
2. DO PILOTS KNOW THE MINIMUM OPERATING ALTITUDES FOR FLIGHT OVER CONGESTED AND UNCONGESTED AREAS?					√
A. OVER MOUNTAINOUS TERRAIN?					√
B. OVER NON-MOUNTAINOUS TERRAIN?					√
3. DO PILOTS KNOW DEPARTMENTAL MINIMUMS FOR INSTRUMENT DEPARTURES?					√
4. DO PILOTS KNOW THE DEPARTMENTAL MINIMUMS FOR INSTRUMENT APPROACHES?					√
5. DO PILOTS KNOW DEPARTMENTAL POLICY CONCERNING WEAPONS IN AIRCRAFT?					√
6. ARE THE CREWS FAMILIAR WITH THE "Go/No Go" CRITERIA?					√
7. DO PILOTS USE APPROVED CHECKLISTS FOR PREFLIGHT, ENGINE STARTS, TAKEOFFS, LANDINGS AND ENGINE SHUTDOWNS?					√
8. ARE WEATHER BRIEFINGS OBTAINED, UPDATED AND DOCUMENTED?	√				√

DIVISION EVALUATION: CENTRAL DIVISION

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
9. ARE RADAR ALTIMETERS SET TO A MINIMUM OF 300 FEET FOR ALL FLIGHTS CONDUCTED UNDER VFR?					✓
10. ARE THE PROCEDURES FOR OFF AIRPORT LANDINGS CONSISTENT WITH HPM 100.7 AND THE UNIT SOP?					✓
11. DO MOUS EXIST FOR OPERATIONS INVOLVING ALLIED AGENCY AIRCRAFT?	✓				✓
12. ARE AIRCRAFT SCHEDULED FOR SPEED ENFORCEMENT MISSIONS OR ENFORCEMENT OF OTHER VEHICLE CODE VIOLATIONS?	✓				✓
13. ARE AIRCRAFT BEING UTILIZED FOR TRAFFIC MANAGEMENT ISSUES?					✓
14. ARE AIRCRAFT BEING UTILIZED FOR SECURITY OF STATE AQUEDUCTS, POWER TRANSMISSION LINES, ETC.	✓				✓
<b>III. AIRCRAFT INSPECTIONS AND MAINTENANCE - AIRPLANE</b>					
<b>A. RESPONSIBILITY</b>					
1. IS AIRCRAFT MAINTENANCE DOWNTIME APPROPRIATE?					✓
<b>B. MAINTENANCE OFFICER</b>					
1. DOES THE MAINTENANCE OFFICER HAVE A MAINTENANCE BACKGROUND?	✓				✓
2. HAS THE MAINTENANCE OFFICER RECEIVED SPECIALIZED TRAINING SINCE THE LAST EVALUATION?	✓				✓
3. IS ROUTINE MAINTENANCE SCHEDULED WITH THE VENDOR IN ADVANCE?					✓
4. DOES A PILOT OBSERVE THE VENDOR PERFORM THE MAINTENANCE?	✓				✓
<b>C. RECORDS</b>					
1. ARE ALL AIRCRAFT LOGBOOKS, JOB TAGS AND RECORDS COMPLETE AND AVAILABLE?	✓			✓	
2. HAS COMPLIANCE WITH ALL FAA MANUFACTURERS AND DEPARTMENTAL DIRECTIVES BEEN MET?	✓			✓	
3. ARE MAINTENANCE MANUALS AND PUBLICATION REVISIONS CURRENT?					✓
4. HAVE SCHEDULED INSPECTIONS BEEN PERFORMED AS REQUIRED?	✓			✓	
5. DO THE SUPERVISOR AND MAINTENANCE OFFICER REGULARLY REVIEW JOB TAGS, COST SUMMARIES AND INVOICES?					✓
6. IS THIS REVIEW DOCUMENTED?					✓
7. ARE MAINTENANCE INVOICES APPROVED IN A TIMELY MANNER?					✓
8. WHO APPROVES THE MAINTENANCE INVOICES?	✓				✓
9. IS THE PMTS THE PRIMARY SOURCE FOR PILOTS TO DETERMINE AIRCRAFT STATUS?					✓
<b>D. INSPECTIONS</b>					
1. ARE DAILY PREFLIGHT AND POST-FLIGHT INSPECTION CHECKLISTS AVAILABLE?					✓
2. IS THERE A "SQUAWK" LIST WITH A PROCEDURE TO ENSURE DEFICIENCIES ARE CORRECTED?					✓
3. IS THE AIRCRAFT MAINTENANCE AND CHP 93G COMPLETED?	✓				✓
4. ARE THE AIRCRAFT CLEANED BY CREW MEMBERS?	✓				✓
5. IS ALL EQUIPMENT SECURED?					✓
<b>E. MAINTENANCE</b>					
1. IS VENDOR PERFORMANCE SATISFACTORY?					✓



DIVISION EVALUATION: CENTRAL DIVISION

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
2. DO THE MAINTENANCE OFFICERS HAVE ACCESS TO THE MAINTENANCE CONTRACT?					√
3. ARE ALL CONTRACT REQUIREMENTS MET BY THE VENDOR?					√
4. ARE INVENTORY CONTROL LOGS, COMPONENT SHIPPING RECORDS AND PMTS RECORDS UP-TO-DATE?					√
5. DOES THE VENDOR HAVE ACCESS TO EQUIPMENT FOR AIRCRAFT REMOVAL IF NECESSARY?					√
6. IS THERE A UNIT INVENTORY CONTROL SYSTEM?					√
7. IS MAINTENANCE ENTERED IN THE LOGBOOKS?	√				√
<b>IV. HELICOPTER</b>					
<b>A. TRAINING PILOTS - TRAINING AND CERTIFICATION</b>					
1. ARE FAA FLIGHT INSTRUCTOR CERTIFICATES CURRENT?	√				√
2. ARE TRAINING FLIGHTS SCHEDULED THROUGHOUT THE REPORTING PERIOD?					√
3. ARE CHP 93D (HELICOPTER TRAINING CHECKRIDE EVALUATION) COMPLETED APPROPRIATELY FOR EACH TRAINING FLIGHT?					√
4. ARE TRAINING FILES MAINTAINED FOR EACH PILOT?	√			√	
A. ARE FILES CURRENT?					√
B. ARE FILES ACCURATE?					√
C. ARE FILES ORGANIZED?					√
5. IS THE TRAINING CHART CURRENT?	√				√
<b>B. PILOT TRAINING, CERTIFICATION, AND CURRENCY</b>					
1. ARE PILOT RESTRICTIONS (FAA AND DEPARTMENTAL) POSTED?	√				√
A. ARE THESE REVIEWED QUARTERLY?					√
B. ARE THE REVIEWS DOCUMENTED ON POSTED SAFETY MINUTES?					√
2. ARE PILOT MEDICAL CERTIFICATES CURRENT?					√
3. ARE PILOTS RECEIVING THREE HOURS OF CONTACT FLIGHT AND THREE HOURS OF INSTRUMENT FLIGHT TRAINING PER QUARTER?					√
4. IS ADDITIONAL TRAINING BEING PROVIDED FOR PILOTS WITH DEPARTMENTAL RESTRICTIONS?					√
5. ARE FLIGHT TRAINING AND GROUND TRAINING MEANINGFUL?	√				√
6. ARE PILOTS MAINTAINING NIGHT AND INSTRUMENT CURRENCY PER FAR 61.57?					√
7. ARE PILOTS RECEIVING ANNUAL NIGHT PROFICIENCY TRAINING?					√
A. IS THIS TRAINING BEING DOCUMENTED ON THE CHP 93D?					√
8. ARE PILOTS RECEIVING SEMIANNUAL EXTERNAL LOAD RE-CERTIFICATIONS?	√				√
A. IS THIS DOCUMENTED ON THE CHP 93D, 93K, OR 93Q?					√
9. ARE PILOTS RECEIVING ANNUAL MOUNTAIN TRAINING?					√
A. IS THIS DOCUMENTED ON THE CHP 93D?					√

DIVISION EVALUATION: CENTRAL DIVISION

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
B. ARE COPIES FORWARDED TO OAO?					√
<b>C. FLIGHT OPERATIONS</b>					
1. ARE WEATHER BRIEFINGS OBTAINED, UPDATED AND DOCUMENTED?		√			√
2. ARE CHECKLISTS USED FOR PREFLIGHT, START-UPS, TAKE-OFFS, LANDINGS AND SHUTDOWNS?					√
3. ARE RADAR ALTIMETERS SET AT A MINIMUM OF 300 FEET FOR ALL VFR FLIGHTS?					√
4. ARE THERE CHP 93NS ON FILE FOR REPETITIOUS FLIGHTS?					√
5. ARE CHP 93NS BEING USED AS REQUIRED ON OTHER FLIGHTS?					√
6. IS NIGHT "NO FLY" AREAS DEFINED AND DESCRIBED IN UNIT SOP?		√			√
A. ARE PILOTS AND FLIGHT OFFICERS AWARE OF NIGHT BOUNDARIES?					√
7. IS EXTERNAL LOAD EQUIPMENT BEING MAINTAINED APPROPRIATELY?					√
8. DO PILOTS KNOW HOW TO RIG THE AIRCRAFT FOR EXTERNAL LOADS?					√
9. DO PILOTS KNOW HOW TO RIG THE AIRCRAFT FOR MEDICAL EVACUATIONS?					√
10. IS A LIBRARY ESTABLISHED TO PROVIDE REFERENCE FOR TRAINING?					√
<b>V. AIRCRAFT INSPECTIONS AND MAINTENANCE - HELICOPTER</b>					
<b>A. RESPONSIBILITY</b>					
1. IS AIRCRAFT MAINTENANCE DOWNTIME APPROPRIATE?		√			√
<b>B. MAINTENANCE OFFICER</b>					
1. HAS THE MAINTENANCE OFFICER RECEIVED SPECIALIZED TRAINING SINCE THE LAST EVALUATION?		√			√
2. DOES THE MAINTENANCE OFFICER HAVE A MAINTENANCE BACKGROUND?		√			√
3. IS ROUTINE MAINTENANCE SCHEDULED WITH THE VENDOR IN ADVANCE?		√			√
4. DOES A PILOT OBSERVE THE VENDOR PERFORM THE MAINTENANCE?		√			√
5. ON-SITE MAINTENANCE:					
A. WHO IS DIRECTLY RESPONSIBLE FOR SUPERVISION OF THE CONTRACTED MECHANIC?		√			√
B. WHAT HOURS DOES THE ON-SITE VENDOR WORK?		√			√
<b>C. RECORDS</b>					
1. ARE ALL AIRCRAFT LOGBOOKS, JOB TAGS, AND RECORDS COMPLETE AND AVAILABLE?		√			√
2. HAVE SCHEDULED INSPECTIONS BEEN PERFORMED AS REQUIRED?					√
3. HAS COMPLIANCE WITH ALL FAA MANUFACTURERS AND DEPARTMENTAL DIRECTIVES BEEN MET?		√			√
4. HAVE ALL TIME-LIMITED COMPONENTS BEEN REPLACED ON SCHEDULE?					√
5. IS THE MAINTENANCE CHART COMPLETE, UP-TO-DATE, AND CONSPICUOUSLY POSTED?					√
6. DOES THE PMTS REFLECT THE CURRENT STATUS OF THE AIRCRAFT?		√			√
7. ARE MAINTENANCE MANUALS AND PUBLICATION REVISIONS CURRENT?					√
8. DO THE SUPERVISOR AND MAINTENANCE OFFICER REGULARLY REVIEW JOB TAGS, COST SUMMARIES AND INVOICES?		√			√

DIVISION EVALUATION: CENTRAL DIVISION

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
9. ARE MAINTENANCE INVOICES APPROVED IN A TIMELY MANNER?					√
A. IS THIS REVIEW DOCUMENTED?	√				√
10. WHO APPROVES THE MAINTENANCE INVOICES?	√				√
11. IS THE PMTS THE PRIMARY SOURCE FOR PILOTS TO DETERMINE AIRCRAFT STATUS?	√				√
12. ARE POWER ASSURANCE CHECKS PERFORMED AND DOCUMENTED?	√				√
<b>D. INSPECTIONS</b>					
1. ARE DAILY PREFLIGHT AND POST FLIGHT INSPECTION CHECKLISTS AVAILABLE?	√				√
2. IS A LOG OF DAILY/PREFLIGHT INSPECTIONS MAINTAINED?	√				√
3. IS THERE A "SQUAWK" LIST WITH A PROCEDURE TO ENSURE DEFICIENCIES ARE CORRECTED?	√				√
4. IS THE AIRCRAFT WELL MAINTAINED, AND CHP 93G COMPLETED?	√				√
5. ARE THE AIRCRAFT CLEANED BY CREW MEMBERS?	√				√
6. IS ALL EQUIPMENT SECURED?	√				√
<b>E. MAINTENANCE</b>					
1. IS VENDOR PERFORMANCE SATISFACTORY?					√
2. DO THE MAINTENANCE OFFICERS HAVE ACCESS TO THE MAINTENANCE CONTRACT?	√				√
3. ARE ALL CONTRACT REQUIREMENTS MET BY THE VENDOR?	√		√		
4. ARE INVENTORY CONTROL LOGS, COMPONENT SHIPPING RECORDS AND PMTS RECORDS UP-TO-DATE?	√				√
5. IS THERE A UNIT INVENTORY CONTROL SYSTEM?	√				√
6. DOES THE VENDOR HAVE ACCESS TO EQUIPMENT FOR AIRCRAFT REMOVAL IF NECESSARY?					√
7. DO PILOTS PERFORM "PREVENTATIVE MAINTENANCE" AS SPECIFIED BY FAR PART 43 AND HPM 100.7?	√				√
8. IS MAINTENANCE ENTERED IN THE LOGBOOKS?					√
<b>VI. FLIGHT OFFICER</b>					
<b>A. FLIGHT OFFICER/TRAINING</b>					
1. WHAT CRITERIA IS USED FOR FLIGHT OFFICER SELECTION?					√
2. WHAT EMERGENCY MEDICAL RATINGS DO FLIGHT OFFICERS POSSESS?	√		√		
3. IS THE PROCEDURE FOR INITIAL TRAINING THOROUGH AND ADEQUATE?	√				√
A. HAVE FLIGHT OFFICERS COMPLETED ALL PHASES OF INITIAL TRAINING?					√
B. IS INITIAL TRAINING DOCUMENTED?	√				√
4. DO FLIGHT OFFICERS RECEIVE AIRCRAFT SYSTEMS AND EMERGENCY OPERATIONS TRAINING?	√				√
A. WHERE IS THIS DOCUMENTED?	√				√
5. DO FLIGHT OFFICERS HAVE THE TRAINING/SKILLS NECESSARY TO ASSIST IN MAP READING, NAVIGATION AND INSTRUMENT PROCEDURES?					√

DIVISION EVALUATION: CENTRAL DIVISION

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
A. IS THE 93K CURRENT?					✓
B. IS THE 93Q CURRENT?					✓
6. IS RECURRENT FLIGHT OFFICER TRAINING PROVIDED AND DOCUMENTED?	✓				✓
7. ARE ANY FLIGHT OFFICERS INVOLVED IN THE PINCH HIT TRAINING PROGRAM?					✓
8. DO FLIGHT OFFICERS KNOW HOW TO RIG THE AIRCRAFT FOR EXTERNAL LOADS?	✓				✓
9. DO FLIGHT OFFICERS KNOW HOW TO RIG THE AIRCRAFT FOR MEDICAL EVACUATIONS?	✓				✓
<b>B. ACTIVITY REPORTING</b>					
1. ARE CHP 93 FILES COMPLETE AND WELL ORGANIZED?	✓				✓
2. ARE SIGNIFICANT SERVICES LISTED ON THE CHP 93B?	✓				✓
3. DOES THE SUM OF DAILY FLIGHT HOURS EQUAL TOTAL HOURS ON THE CHP 93F?					✓
A. IS THERE A CHP 93 REVIEW OFFICER?	✓				✓
4. DOES THE CHP 93 REFLECT THE MAXIMUM USE OF THE AIRCRAFT AND FLIGHT HOURS?					✓
<b>C. PASSENGER TRANSPORTATION</b>					
1. ARE PASSENGERS PROVIDED A SAFETY BRIEFING?	✓				✓
2. IS A WAIVER OF LIABILITY (CHP 428) COMPLETED AND FILED FOR NONDEPARTMENTAL PERSONNEL?	✓				✓
<b>VII. PARAMEDIC PROGRAM</b>					
<b>A. TRAINING</b>					
1. ARE THE PARAMEDIC'S LOCAL ACCREDITATIONS CURRENT?	✓				✓
2. ARE FLIGHT OFFICER'S CONTINUING EDUCATION (CE) HOURS CURRENT?	✓				✓
3. HAVE THE PARAMEDICS COMPLETED TRAINING AS REQUIRED BY THE LOCAL EMS AGENCIES, BASE HOSPITALS AND OAO?	✓				✓
<b>B. CONTRACTS/MAINTENANCE/EQUIPMENT</b>					
1. ARE INTERAGENCY AGREEMENTS IN PLACE AND REVIEWED BIANNUALLY FOR:					
A. KEY POLICE AGENCIES?	✓			✓	
B. HOSPITALS? (CLINICAL, MEDICAL AND EQUIPMENT REPLACEMENT AS APPROPRIATE)	✓			✓	
C. COUNTY EMS?					✓
D. ONLINE MEDICAL CONTROL?					✓
E. ALS-EQUIPMENT REQUIREMENTS?					✓
F. HOURS OF OPERATION?	✓				✓
G. DISPATCH POLICIES?	✓				✓
H. DISPOSABLE EQUIPMENT AND MEDICATION REPLACEMENT?	✓				✓
2. ARE AGREEMENTS IN PLACE AND CURRENT FOR RIDE-ALONG/EMERGENCY DEPARTMENT SHIFTS?	✓			✓	
3. IS THERE DOCUMENTATION OF MAINTAINING CLOSE CONTACT WITH BASE HOSPITAL REPRESENTATIVES AND ATTENDANCE AT LOCAL EMS MEETINGS?					✓

DIVISION EVALUATION: CENTRAL DIVISION

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
A. DOES THE UNIT MAINTAIN AN ATTENDANCE ROSTER?					√
4. IS THE CONTROLLED MEDICATION INVENTORY LOG PROPERLY MAINTAINED?	√				√
5. ARE MEDICATIONS SECURED AS REQUIRED?	√				√
6. HAS THE EMS OFFICER ACCOMPLISHED THE FOLLOWING:					
A. ENSURED STOCKING AND REORDERING OF ALS SUPPLIES?	√				√
B. COORDINATED CE REQUIREMENTS?	√				√
C. GATHERED CQI DATA, CONDUCTED CQI MEETINGS, SENT DATA AND MINUTES TO OAO?	√			√	
D. PROVIDED PCRS FOR PROGRAM MEDICAL DIRECTOR'S REVIEW?	√				√
E. MAINTAINED A PARAMEDIC ALS CONTACT DATABASE?	√				√
F. RECEIVED EMS OFFICER TRAINING?	√				√
7. ARE PARAMEDIC CERTIFICATIONS CURRENT IN:					
A. ADVANCED CARDIAC LIFE SUPPORT (ACLS)?	√				√
B. PEDIATRIC ADVANCED LIFE SUPPORT (PALS)?	√				√
C. BASIC TRAUMA LIFE SUPPORT OR PRE-HOSPITAL TRAUMA LIFE SUPPORT (BTLS OR PHTLS)?	√				√
8. HAVE ASSOCIATE FLIGHT OFFICER POSITIONS BEEN ALLOCATED PER HPM 100.7?	√			√	
9. HAVE PARAMEDICS COMPLETED MANDATORY RIDE-ALONG/EMERGENCY ROOM SHIFTS?	√				√
10. IS THE CHECKLIST COMPLETED FOR DAILY INSPECTIONS OF ALS EQUIPMENT AND SUPPLIES?	√			√	
11. HAVE ANNUAL INSPECTIONS BEEN COMPLETED ON THE FOLLOWING:					
A. DEFIBRILLATOR/MONITOR?	√				√
B. PULSE/OXIMETER?	√				√
C. AUTO BLOOD PRESSURE MONITOR?	√				√
D. AUTOMATIC TRANSPORT VENTILATOR?					√
12. HAS MEDICAL EQUIPMENT VALUED IN EXCESS OF \$100.00 BEEN MARKED WITH THE APPROPRIATE AIRCRAFT NUMBER?	√				√

## VIII. OCCUPATIONAL SAFETY

### A. SAFETY MEETINGS AND INSPECTIONS

1. ARE SAFETY MEETINGS CONDUCTED?	√				√
2. IS THE MAJORITY OF MEETING TIME SPENT DIRECTLY RELATED TO SAFETY?					√
A. IS THIS REFLECTED IN THE SAFETY MEETING MINUTES?					√
3. DOES THE DIVISION CHIEF OR PROGRAM MANAGER ATTEND MEETINGS?	√				√
4. ARE MINUTES OF SAFETY MEETINGS FORWARDED TO DIVISION AND OAO, AND DO THEY REFLECT APPROPRIATE COMMENTS?					√
5. IS THE FACILITY, HANGAR, FUELING AND SUPPORT EQUIPMENT INSPECTED QUARTERLY?	√				√

DIVISION EVALUATION: CENTRAL DIVISION

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
A. DO ALL CREW MEMBERS SHARE THIS DUTY?					√
B. HOW ARE THE RESULTS DOCUMENTED AND DISSEMINATED TO PERSONNEL?	√				√
C. WHAT IS THE PROCEDURE FOR FOLLOW UP OF NOTED DEFICIENCIES?	√				√
6. HAS THE OAO FLIGHT SAFETY COORDINATOR ATTENDED SAFETY MEETINGS DURING THIS REPORTING PERIOD?	√				√
7. WERE ANY OBSERVED HAZARD REPORTS SUBMITTED THIS REPORTING PERIOD?	√				√
<b>B. PARTICIPATION</b>					
1. DO PILOTS/FLIGHT OFFICERS ANNUAL EVALUATIONS CONTAIN SAFETY RELATED COMMENTS?	√				√
2. HAS THE SAFETY OFFICER PROMOTED OCCUPATIONAL SAFETY DURING THE REPORTING PERIOD?	√				√
3. IS THE SAFETY OFFICER A MEMBER OF THE DIVISION OCCUPATIONAL SAFETY COMMITTEE?	√				√
4. HAS THE SAFETY OFFICER BROUGHT OCCUPATIONAL SAFETY ISSUES TO THE ATTENTION OF THE AERIAL SUPERVISORS?					√
5. HAS THE SAFETY OFFICER ATTENDED ANY SAFETY SEMINARS, SCHOOLS, OR OTHER UNIT'S SAFETY MEETINGS?	√			√	
6. DOES THE SAFETY OFFICER DEVELOP AND DISTRIBUTE INFORMATION TO THE DEPARTMENTAL FLIGHT SAFETY COORDINATOR?	√				√
7. DO ALLIED AGENCIES, WHICH ARE INVOLVED IN FLIGHT OPERATIONS, ATTEND SAFETY MEETINGS?	√				√
8. ARE SAFETY BULLETINS POSTED AND MAINTAINED?	√				√
9. IS THE REQUIRED READING FILE FOR SAFETY LITERATURE CURRENT?					√
A. REVIEWED BY ALL CREW MEMBERS?	√				√
B. INFORMATION FORWARDED TO SPECIAL SERVICES COMMANDERS?	√				√
10. WERE PREVIOUS DEPARTMENTAL AIRCRAFT ACCIDENTS AND BOARDS OF INQUIRY REVIEWED DURING SAFETY MEETINGS?					√
11. WERE THE RESULTS DOCUMENTED IN THE SAFETY MINUTES?					√
12. ARE AREA HAZARD MAPS CLEARLY DISPLAYED?	√				√
<b>C. ACCIDENTS AND INCIDENTS</b>					
1. IF AN AIRCRAFT IS INVOLVED IN AN ACCIDENT/INCIDENT, IS THE REPORTING AND DOCUMENTATION CONSISTENT WITH HPM 100.7?					√
2. ARE PRE-ACCIDENT PLAN NOTIFICATIONS LISTED AND CURRENT?	√				√
3. ARE UNIT MEMBERS FAMILIAR WITH REPORT/INVESTIGATION REQUIREMENTS OF AN ACCIDENT AS REQUIRED BY HPM 100.7?					√
4. HAVE AIRCRAFT OCCURRENCES BEEN REPORTED DURING THIS PERIOD?	√				√
5. WAS OAO INFORMED OF THE OCCURRENCES AND DOCUMENTATION FORWARDED?					√
6. HAVE ANY MISHAPS OCCURRED DURING THE REPORTING PERIOD?					√
<b>D. UNIFORM</b>					
1. DOES THE UNIFORM AND ALSE ADHERE TO DEPARTMENTAL STANDARDS?					√
A. IS THE UNIFORM WORN CORRECTLY AND WELL MAINTAINED?					√

DIVISION EVALUATION: CENTRAL DIVISION

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
B. IS THE SMALL LEG POUCH WORN AND DOES IT HOLD A MIRROR, MATCHES AND SURVIVAL BLANKET?	✓				✓
C. DO THE TYPE OF BOOTS WORN BY CREWMEMBERS ADHERE TO POLICY?					✓
D. ARE THE FLIGHT HELMETS IN GOOD CONDITION?	✓				✓
E. DO THE CREW MEMBERS UNDERGARMENTS ADHERE TO POLICY?					✓
2. ARE ALSE INSPECTIONS CURRENT?					✓
A. HELMETS	✓				✓
B. VESTS	✓				✓
C. HEED	✓				✓
3. IS SURVIVAL EQUIPMENT WELL MAINTAINED AND BEING PROPERLY USED?					✓
4. IS THE UNIT ALSE INVENTORY CURRENT?	✓				✓
A. CREW MEMBERS INVENTORY					✓
B. STOCK INVENTORY					✓
<b>IX. FACILITY, SECURITY, AND MAINTENANCE</b>					
<b>A. USE AND ADEQUACY OF FACILITY</b>					
1. ARE THERE SUFFICIENT PARKING SPACES FOR SUPPORT EQUIPMENT AND VEHICLES?					✓
2. ARE THE TERMS AND CONDITIONS OF THE LEASE AGREEMENT UPHELD?					✓
3. DO SECURITY SYSTEMS AND PROCEDURES EXIST FOR FACILITIES AND AIRCRAFT?					✓
4. IS UNAUTHORIZED/NONDEPARTMENTAL EQUIPMENT STORED ON PREMISES?					✓
<b>B. OFFICE</b>					
1. DOES THE ARRANGEMENT CREATE A SAFE, EFFICIENT ENVIRONMENT?					✓
2. IS THERE A SEPARATE AREA FOR FLIGHT PLANNING THAT REDUCES DISTRACTIONS AND CONGESTION?					✓
3. ARE SECTIONAL AND IFR CHARTS, J-Aid, AIR OPERATIONS MANUAL, AND NOTAMS AVAILABLE IN THE FLIGHT PLANNING AREA?					✓
4. IS THERE SUFFICIENT SPACE FOR LOCKERS?					✓
5. ARE THERE SUFFICIENT DESKS AND SPACE FOR REPORT WRITING AND DEBRIEFING?					✓
6. DOES THE AERIAL SUPERVISOR HAVE AN OFFICE WHICH ALLOWS CONFIDENTIAL CONVERSATIONS AND INTERVIEWS?					✓
7. ARE EMERGENCY PROCEDURES POSTED AND BRIEFED WITH RESPECT TO BOMB THREAT, FIRE, EARTHQUAKE AND MEDICAL EMERGENCIES?					✓
8. ARE FIRE EXTINGUISHERS PROVIDED IN THE OFFICE AND HANGAR?					✓
A. ARE THEY SERVICED ACCORDING TO SECTIONS 596 AND 597, TITLE 13, CCR?					✓
<b>C. HANGAR</b>					
1. IS THE HANGAR LARGE ENOUGH TO SAFELY ACCOMMODATE ASSIGNED AIRCRAFT?					✓



DIVISION EVALUATION: CENTRAL DIVISION

	SEE REMARKS	NOT EVALUATED	ACTION REQUIRED	RECOMMENDED ACTION	APPROPRIATE
2. ARE THERE PAINTED TAXI LINES WITH KNOWN CLEARANCES TO ASSURE SEPARATION IN THE HANGARS AND ON THE RAMPS?					✓
3. ARE FIRST AID KITS PROVIDED AND SUPPLIED?					✓
4. ARE AIRCRAFT HANGARED WHEN THE CREW IS OUT-OF-SERVICE?					✓
5. IS THE INGRESS/EGRESS CLEAN AND CLEAR OF OBSTACLES?					✓
6. IS AIRCRAFT HANDLING EQUIPMENT AVAILABLE AND IN GOOD CONDITION?					✓
<b>D. FUEL</b>					
1. IS BULK FUEL STORED PROPERLY?					✓
2. ARE THE STORAGE TANKS INSPECTED PROPERLY?		✓			✓
A. DATE LAST INSPECTED?		✓			✓
B. IS THIS DOCUMENTED?					✓
3. IS THE PROPER METHOD USED TO ENSURE THAT FUEL IN THE STORAGE TANKS IS NOT CONTAMINATED?		✓			✓
A. ARE THE TANKS TESTED FOR WATER CONTAMINATION?					✓
B. ARE THE FILTERS CHANGED?					✓
C. ARE THEY APPROVED VELCON ACO-51201K SERIES FILTERS?					✓
4. IS A SERVICE AND INSPECTION LOG MAINTAINED?					✓
A. WHERE ARE THE LOGS STORED?		✓			✓
5. DO THE TANKS DISPLAY THE PROPER PLACARDS?					✓
A. IS A HAZARDOUS MATERIAL LOG AND PERMIT KEPT IN THE FUEL TRUCK DRIVERS COMPARTMENT?					✓
B. IS A CAPACITY PLATE ATTACHED TO THE TRUCK/TRAILER TANK?					✓
6. IS A FUEL MANAGEMENT SYSTEM USED TO TRACK USE AND REPLENISHMENT FROM ALL DIVISION FUEL TANKS?					✓
7. ARE FUEL TRUCK DRIVERS PROPERLY LICENSED?					✓
8. IF APPLICABLE, DO TANKS DISPLAY CURRENT INSPECTION STICKERS?		✓			✓
9. ARE RECORDS KEPT ON VEHICLE INSPECTION, MAINTENANCE/REPAIR AND DRIVERS' LOGS?					✓
10. ARE GROUNDING CABLES AVAILABLE AT EACH FUEL TANK?					✓
11. ARE FIRE EXTINGUISHERS PROVIDED AT EACH FUEL TANK?					✓
12. WHEN WERE FIRE EXTINGUISHERS LAST INSPECTED?		✓			✓
13. ARE "NO SMOKING" SIGNS APPROPRIATELY POSTED?					✓



**REMARKS**

- I.A.1. Central Division's Standard Operating Procedures (SOP) were well organized and up-to-date. The SOP was last revised in December 2007.
- I.A.5.a. The sign off sheet indicated everybody in the unit had reviewed the SOP during this reporting period.
- I.A.6. Procedures for operations in hazardous areas unique to the unit's area of responsibility were identified in Chapter 4 of the SOP.
- I.A.11. Annex 1-C of the unit's SOP clearly states the procedures and lists the names and numbers of supervisors to contact during off duty hours.
- I.A.14. The unit's SOP does not specifically address "Hot Refueling" procedures, but generally references fueling procedures found in HPM 100.7.

**RECOMMENDED ACTION:**

The unit SOP should state if "Hot Refueling" is allowed or not and establish criteria if allowed.

- II.A.1. Officer Jerry Johnson, the unit training pilot, currently possesses a certified flight instructor (CFI) certificate and is enrolled in an instrument instructor course. With two airplane pilot positions vacant and the pending retirement of the airplane aerial supervisor, Officer Johnson may be extremely busy with phase training for up to three pilots.
- II.A.2. Training flights are scheduled throughout all three months of the reporting period (quarter).
- II.A.4. The training files were reviewed and minor discrepancies were identified. Missing pilot certificates were photocopied and inserted in the pilot files. One missing evaluation was located and placed in a pilot file and a copy of another missing evaluation will be provided by the Office of Air Operations (OAO) for inclusion into the pilot file. Additionally, the pilot files retained copies of medical certificates, pilot flight time summaries and evaluations from the first date the pilot was assigned to the unit. The files are bulky and need to be purged.

**RECOMMENDED ACTION:**

Remove all copies of expired medical certificates and provide them to the pilots for retention or disposal. Remove all pilot flight time summaries and all

evaluations older than the date of the prior audit, and provide them to the pilots for retention or disposal. Pilot records are retained at OAO for the duration of departmental pilot tenure, allowing the local unit to reduce the amount of documentation retained at their level.

- II.B.7.b. A CHP 93E is completed if the training pilot is present.
- II.B.15. Training is tailored to assure pilot skill levels are commensurate with operations including high density altitude operations, off airport landings and mountain searches.
- II.C.8. Daily weather and temporary flight restriction briefings are obtained, updated and documented.
- II.C.11. A memorandum of understanding (MOU) for operations with the Department of the Interior (DOI) exists; however, it was difficult to locate. The unit should review all files that could contain MOUs, consolidate them into one file and assure that any items "to be filed" are filed. If the most current DOI MOU is not available, please contact OAO for a copy.
- II.C.12. A daily flight schedule exists to assist Sky Watch (commercial) units with vehicle code violation enforcement. Additional support is provided by a federal grant for state highways and county roads within the Division, as well as, specific locations in Coalinga and Los Banos Areas.
- II.C.14. Airplanes are used to patrol the State Aqueduct in Central Division, as well as, the power grid, dams and reservoirs in the valley portion of the Division. The helicopter is used for patrol of transmission lines, dams and reservoirs in the Sierra Mountain Area of the Division.
- III.B.1. Officer Mike Sedam is a former aircraft owner and assisted with maintenance on civil air patrol aircraft.
- III.B.2. Officer Sedam attended the maintenance officers' meeting held in Sacramento in 2007.
- III.B.4. Officers observe maintenance when scheduling permits.
- III. C. 1/2/4. Upon review of the airplane log books, minor discrepancies were noted. A Federal Aviation Administration (FAA) Airworthiness Directive

(AD 2002-02-01) exists, that requires visual fuel line inspections at 100 hour intervals. Both aircraft logbooks show the inspection taking place, but neither logbook shows it being accomplished every 100 hours.

A-43:

At tach times of 3,148.2 and 3,201.2, A-43's logbook entries have duplicate serial numbers for the left and right magnetos. The logbook contains entries from APR Aviation that reference aircraft time since new (TSN) that is not accurate. The entry on 5/31/07 for A-43 shows a TSN that is less than the tach time on the airplane. The entries should reference the aircraft tach time.

A-41:

The magnetos are required to be inspected every 500 hours of operation. A-41 appears to have exceeded that limit by 53 hours, when they were changed out during a Phase 1 inspection at a time of 7,553.4 hours.

While these items are not egregious violations, they are items that should be monitored more closely.

**RECOMMENDED ACTION:**

The unit maintenance officer and supervisor should meet with both maintenance vendors to review the above listed items and assure all inspections are being completed as required and that proper documentation is shown in the appropriate logbooks.

- III.C.8. The maintenance officer approves the invoices.
- III.D.3. See attached CHP 93Gs.
- III.D.4. Wing leading edges and windows are cleaned at the end of each shift.
- III.E.7. Officer Sedam ensures that logbook entries are made for global positioning system updates, as directed at the maintenance officer's meeting.
- IV.A.1. During this reporting period, Officers' Dwyer and Dixon were the designated unit helicopter training pilots. Both of their FAA CFI ratings were current and valid.
- IV.A.4. Officer Rodda's CHP 92s for August 2007; December 2007; February 2008 and March 2008 were without final "Reviewer" signatures.

Officer Beliaeff's CHP 92s for February and March 2008 were without final "Reviewer" signatures.

**RECOMMENDED ACTION:**

Implement and maintain a review system that will ensure completion of all submitted CHP 92s.

- IV.A.5. The helicopter pilot training status board is current and posted in plain view within the crew ready room.
- IV.B.1. Helicopter pilot limitations are posted and reviewed quarterly during unit safety training days. The review is documented on each safety training day agenda and/or reflected in the safety meeting minutes.
- IV.B.5. The unit training pilot routinely changes flight training exercises with each of the assigned pilots. This is accurately reflected on each of the completed training evaluation forms.
- IV.B.8. Semiannual external load training is a priority and is routinely accomplished by all assigned helicopter crew members.
- IV.C.1. Weather briefings are routinely obtained by the on coming shift pilots and then posted for other crew members to review.
- IV.C.6. Night no fly zones are reflected in the unit SOP and posted in plain view within the crew ready room.
- V.A.1. Helicopter maintenance downtime is appropriate.
- V.B.1. The maintenance officer attended the OAO maintenance officer meeting on May 2, 2007.
- V.B.2. Officer Beliaeff has an extensive aviation maintenance background with experience ranging from the military, a civilian fixed base operator to the California Highway Patrol.
- V.B.3. Routine maintenance is scheduled in advance with the on-site mechanic.
- V.B.4. Pilots occasionally observe the mechanic performing maintenance duties.
- V.B.5.a. The aerial supervisor is directly responsible for administrative supervision of the contracted mechanic.
- V.B.5.b. The contracted mechanic generally works 0600-1430, Monday through Friday. He is available on call during off hours.

- V.C.1. Aircraft logbooks and associated records are complete and available in the mechanic's office. The job tags and invoices are filed in the helicopter maintenance officer's file cabinet.
- V.C.3. All FAA, manufacturers' and departmental directives have been complied with.
- V.C.6. Parts maintenance tracking system (PMTS) is not utilized for aircraft status.
- V.C.8. The maintenance officer reviews and processes job tags and invoices when received from the maintenance vendors. The aerial supervisor checks processed job tags and invoices before they are routed out of the office.
- V.C.9.a. The review is documented through the use of a "RECEIVED" date stamp, which is applied to the envelopes by the clerical staff when received at the office.
- V.C.10. The maintenance officer approves the maintenance invoices. The aerial supervisor checks processed invoices before they are routed out of the office.
- V.C.11. PMTS is not utilized for aircraft status. A maintenance spreadsheet and inspection sheet is the primary source for crew members to determine aircraft status. Additionally, any major maintenance related issues are E-mailed to all crew members, as well as, being detailed in a maintenance pass down book and on notes in the helicopter.
- V.C.12. Power checks are performed in accordance with the manufacturer's guidelines and are documented on a sheet in the aircraft book. Completed sheets are filed in the mechanic's office.
- V.D.1. Daily preflight and post flight inspection checklists are kept in the helicopter.
- V.D.2. The log of daily preflight inspections is documented on a CHP 92. Completed sheets are kept on file in the office.
- V.D.3. A squawk list is kept in the helicopter book. Entered discrepancies are cleared with a date and signature. Open discrepancies are checked with the mechanic monthly.
- V.D.4. The helicopter is well maintained.
- V.D.5. The helicopter is cleaned by crew members generally every other day as permitted by missions/weather.

- V.D.6. All equipment is secured in the helicopter as appropriate.
- V.E.2. A copy of the maintenance contract is kept in the maintenance files. Additionally, an electronic version of the contract is available to all personnel with access to a unit server.
- V.E.3. The requirement for the on-site mechanic to possess an FAA inspection authorization (IA) certificate and be factory trained to the specific aircraft and engine has not yet been complied with.

**ACTION REQUIRED:**

The unit shall coordinate with the contracted vendor to ensure the mechanic obtains an IA certificate and is scheduled to attend the next available AS350B3 airframe and Arriel 2B engine courses.

- V.E.4. Inventory control logs and component shipping records are current and maintained by the on-site mechanic. PMTS is not utilized for inventory control.
- V.E.5. The unit inventory control system makes use of the inventory control log mentioned in item V.E.4. (above), this is audited periodically by the helicopter maintenance officer.
- V.E.7. Pilots may perform preventative maintenance as specified by Federal Aviation Regulations, Part 43 and HPM 100.7. Historically, this has been limited to replacing light bulbs and adding oil as needed.
- VI.A.2. With the exception of [REDACTED], all personnel within the Central Division Air Operations Unit have been medically trained to the level of Emergency Medical Technician-I (EMT-I) or Emergency Medical Technician Paramedic (EMT-P). [REDACTED] have received medical training to the level of Emergency Medical Responder (EMR).

**ACTION REQUIRED:**

HPM 100.7 requires all air operations personnel to be medically trained at the level of EMT-I or EMT-P. [REDACTED] and [REDACTED] should make arrangements to receive additional medical training to the level of EMT-I. OAO is aware that [REDACTED] is scheduled to retire in June 2008 and an EMT-I training course may not be available prior to his retirement date.

- VI.A.3. The unit utilizes the flight officer phase training outlines contained in HPM 100.7. The training is documented and filed in the unit training folders.

- VI.A.3.b. Initial flight officer training is documented on the phase training checklist and one the CHP 93Q or CHP 93K. Officer Bob Brown is the air units designated airplane flight officer trainer and Officer Byde is the air units designated helicopter flight officer trainer.
- VI.A.4. Flight officers within the unit receive training in aircraft systems and emergency operations during their initial flight officer training. Recurrent training in aircraft systems and emergency procedures are conducted during everyday flight operations.
  - VI.A.4.a. Documentation of training received in aircraft systems and emergency operations is documented on a CHP 93Q or CHP 93K. These CHP forms are filed in the individual's training file.
- VI.A.6. The aerial supervisors schedule flight officers for performance evaluations on an annual basis. Deficiencies noted during the performance evaluation are documented on a CHP 93K. Flight officers with noted deficiencies are afforded remedial training. In addition, helicopter flight officers are afforded external load training on a semiannual basis. This training is documented on a CHP 93D.
- VI.A.8. Flight officers assigned to the unit's regional helicopter operation have received training in reconfiguring the aircraft for external load operations.
- VI.A.9. Flight officers assigned to the unit's regional helicopter operation have received training in configuring the aircraft for medevac operations.
- VI.B.1. The CHP 93s were noted to be complete and systematically filed.
- VI.B.2. Significant services performed by the flight crews are documented on a CHP 93B. The unit distributes the CHP 93B to other air units and OAO on a monthly basis.
  - VI.B.3.a. Officer Bob Brown is assigned to review the airplane's CHP 93s for accuracy and omissions. Officers Hotchkiss and Andrea Brown are assigned to review the helicopter's CHP 93s for accuracy and omissions.
- VI.C.1. Passenger briefings are conducted prior to flight operations. Unit crew members utilize a passenger briefing checklist located in the aircraft.
- VI.C.2. The CHP 428, Waiver of Liability, forms for nondepartmental personnel were noted to be complete. The unit's aerial supervisor reviews the forms which are then kept on file at the unit.

- VII.A.1. Central Division Air Unit has four paramedics assigned. All are accredited in Fresno, Kings, Madera and Tulare Counties and have met all county requirements.
- VII.A.2. A status board is located in the briefing room and tracks paramedic continuing education (CE) hours received during a licensure period. The status board indicated all paramedics were current with CE hours.
- VII.A.3. Paramedics are required to complete and pass a written policy and protocol exam biannually.
- VII.B.1.a-b. Central Division Air Unit currently has interagency agreements in place with dispatch, county emergency medical services procedures and Doctors' Hospital. All of these agreements were dated 1995 and require annual review, which is noted in the agreement. Upon inspecting the agreements, there was no annual review documented since 1995.

**RECOMMENDED ACTION:**

Central Division Air Unit completes an updated agreement for each agency and ensures annual review is documented.

- VII.B.1.f. Hours of operations for H-40 are 1130 – 0430 hours and call out is available from 0430 -1130 hours.
- VII.B.1.g. Dispatch policies are adhered to by on duty crew members faxing daily crew schedules prior to the first shift worked. Policies are maintained in the county protocol binder, which is located in the office area.
- VII.B.1.h. Disposable equipment and medication replacement is accomplished through the use of the emergency medical services (EMS) credit card. The controlled narcotics are replaced through OAO's EMS coordinator.
- VII.B.2. OAO was not able to locate in the unit's main office files a written agreement that allows paramedics to participate in ride-alongs with an ambulance service or fire department. However, OAO was advised a verbal agreement is in place with American Ambulance Service for ride-alongs.

**RECOMMENDED ACTION:**

A written agreement should be established with American Ambulance Service.

- VII.B.4. The controlled medication log is completed at the beginning of each shift for both the medical bag and the total supply assigned to the unit. Both logs are forwarded to OAO as outlined in HPM 100.7.



- VII.B.5. All controlled narcotics are secured inside a double locked container and stored inside of a locked locker.
- VII.B.6.a. Officer Andrea Brown ensures proper stocking and replacement of advanced life support (ALS) supplies.
- VII.B.6.b. Each paramedic is responsible for locating and attending scheduled CE courses. CE hours are maintained on the individual paramedic's CHP 336 and on the status board in the briefing room.
- VII.B.6.c. In the last two quarters of 2007 and the first quarter of 2008, Central Division Air Unit has not forwarded any continuing quality improvement (CQI) training dates or locations to OAO. In addition, during this same time period, OAO has not received rosters or minutes of the CQI training conducted by the air unit.

**RECOMMENDED ACTION:**

The Central Division Air Unit supervisor and EMS officer meet the first of December each year and pre-schedule CQI training dates for the next calendar year. These dates should be forwarded to OAO's EMS coordinator per HPM 100.7. Upon completion of CQI training, a copy of the roster and meeting minutes shall be forwarded to OAO for review.

- VII.B.6.d. All patient care reports (PCR) are batched and sent to OAO for database entry and review by the medical director.
- VII.B.6.e. Each paramedic contact is documented on a CHP 336 and filed in a folder in the flight officer's desk. In addition, each contact is entered on the unit's monthly log, which is attached to the PCRs and forwarded to OAO at the end of each month. At the end of each quarter, copies of the CHP 336s are forwarded to OAO for database entry.
- VII.B.6.f. Officer Andrea Brown is the designated EMS officer for Central Division Air Unit and has received required EMS training.
- VII.B.7.a-c. All paramedics are certified in Advanced Cardiac Life Support, Pediatric Life Support and Pre-Hospital Trauma Life Support.
- VII.B.8. Central Division Air Unit does not have any associate paramedic flight officer positions. The unit has identified an officer working in the Fresno Area office, who is a licensed paramedic, and has shown interest in the Air Operations Program.

**RECOMMENDED ACTION:**

Central Division Air Unit's supervisor should work with the Fresno Area office to establish this officer as a potential associate flight officer. This should include working with the area office to begin flight officer training.

- VII.B.9. All paramedics are in compliance with mandatory ride-along and/or emergency room clinical time. Hours are documented in their training files and documented on a CHP 336.
- VII.B.10. An inspection of the ALS equipment and supplies is conducted by the flight officer at the beginning of the shift and then noted on H-40's CHP 93 for the shift that the equipment was checked.

**RECOMMENDED ACTION:**

Although an inspection is completed from the equipment checklist, there is no documentation that the supplies were checked and who checked them. The EMS officer should develop a checklist that is signed and dated after the daily inspection is completed per HPM 100.7, Chapter 10. The inspection sign off form can be a monthly form and held for two years in order to show daily inspections during audits by OAO, state EMS Authority or the local EMS Agency.

- VII.B.11.a-c. Central Division Air Unit was issued a new Physio-Control LifePak 12 (LP12) defibrillator in November. Since that time, H-40's med wall was retrofitted to hold the new LP12. The LP12 is under a new warranty and will be serviced on an annual basis with supplies ordered by the unit.
- VII.B.12. All medical equipment in excess of a \$100.00 value has been clearly marked with CHP H-40.
- VIII.A.1. During this reporting period, unit safety training days have been conducted on a quarterly basis in accordance with HPM 100.7, Air Operations Manual.
- VIII.A.3. Central Division's special services commander (SSC) and lieutenant have attended a majority of the unit's safety training days during this reporting period. Due to scheduling conflicts, not all safety training days were attended by the SSC and lieutenant.
- VIII.A.5. During this reporting period, the hanger and support equipment have been inspected on a quarterly basis. The facility inspections were conducted and then documented on a CHP 93P and forwarded to OAO.

- VIII.A.5.b. Results of the facility inspection are documented on a CHP 93P and posted on the air unit's safety bulletin board.
- VIII.A.5.c. Aerial supervisors are advised of any deficiencies noted during the facility inspection. Aerial supervisors assign unit personnel to correct deficiencies noted during the inspection.
- VIII.A.6. The OAO safety coordinator has attended several of the air unit's safety training days. The last safety training day attended by the OAO safety coordinator was on 02/13/08.
- VIII.A.7. No observed hazard reports were submitted by the air unit during this reporting period.
- VIII.B.1. A review of the unit flight folders noted safety related comments documented on the individual flight crew's CHP 118s and CHP 100s.
- VIII.B.2. During this reporting period, the unit safety officers', Sedam and Rodda, enhanced occupational safety at the unit. They had the wind sock replaced; guide lines painted in the hanger and purchased no smoking signs for the fuel truck.
- VIII.B.3. Officer Sedam, who is one of the unit's designated safety officers, is a member of the Division Occupational Safety Committee.
- VIII.B.5. Officers Rodda and Sedam are the designated safety officers for the unit. Officer Rodda has been afforded the opportunity to attend the Human Factors in Aviation course.
- RECOMMENDED ACTION:**  
Officer Sedam should make arrangements with OAO to attend a Human Factors in Aviation course.
- VIII.B.6. Officer Sedam has provided the safety coordinator with information on current aviation safety related courses and information on skin cancer related to flight crews being exposed to direct sun light.
- VIII.B.7. In previous unit safety training days, representatives from the California Department of Forestry, Fresno Sheriff's Aviation Unit and Fresno Municipal Airport Air Traffic Controller have attended the unit's safety training days.
- VIII.B.8. The air unit's safety bulletin boards are well maintained and contain current safety material.

- VIII.B.9.a. Required safety literature is disseminated to crew members via a route slip and individuals initial the route slip for acknowledgement.
- VIII.B.9.b. Safety information that directly impacts the operation of the air unit is forwarded to the Division SSC and lieutenant.
- VIII.B.12. The air unit clearly displays an area hazard map that depicts hazardous areas within Central Division. The hazard map is reviewed for accuracy and updated on a regular basis.
- VIII.C.2. The unit pre-accident plan notification is current and located in the pre-accident plan folder and the unit SOP.
- VIII.C.4. During this reporting period the unit reported aircraft occurrences involving the helicopter's rotor blade striking the hanger doors, and an airplane skylight being broken out.
- VIII.D.1.b. The survival pouch contained a signaling mirror, matches and a survival blanket.
- VIII.D.1.d. A random inspection of flight helmets noted the helmets to be in good condition. The flight helmets have been well maintained by the advanced life support equipment (ALSE) officer. Officer Crain advised that there are individuals in need of replacement helmets due to operational wear.
- VIII.D.2.a. Flight helmet inspections were conducted on all aircrew personnel within the unit. The inspections conducted were documented on a CHP 390. The last inspection was conducted on 01/15/08.
- VIII.D.2.b. The unit's helicopter emergency egress device (HEED) vests were inspected in accordance with HPM 100.7, Air Operations Manual. The last inspection was conducted on 01/15/08 and documented on a CHP 399.
- VIII.D.2.c. The unit's HEED bottles were inspected in accordance with HPM 100.7, Air Operations Manual. The last inspection noted was conducted on 01/15/08 and documented on a CHP 419.
- VIII.D.4. The ALSE inventory for the unit and crew members has been well maintained by the unit ALSE officer. The inventory logs are properly documented and updated on a regular basis.
- X.D.2. Storage tanks are inspected properly.

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- X.D.2.a. Most recent tank inspections were Batterson 09/15/07; Big Creek 11/15/07; Coalinga 06/03/07; San Luis (out of service).
- X.D.3. Water/condensation is drained.
- X.D.4.a. Helicopter flight officer's desk.
- X.D.8. No stickers – not required.
- X.D.12. 07/28/07.

# AIRCRAFT INSPECTION REPORT

CHP 93G (Rev. 1-02) OPI 018

E—Evaluated

A—Action Required

DATE

01/29/2008

LOCATION			AIRCRAFT NUMBER			HOUR METER READING		
Central Division Air Operations			Air 41			7,633.6		
E	A	ITEM	REMARKS	E	A	ITEM	REMARKS	
✓		Registration Certificate		✓		Annual Insp. Completed:	1/8/08	
✓		Airworthiness Certificate		✓		Most Recent Insp./Meter:	Phase 3	7,601.6
✓		Current Weight and Balance		✓		Pitot Static Insp. Completed:		9/13/06
✓		Pilot Flight Manual/Handbook		✓		Transponder Insp. Completed:		9/13/06
✓		Approved Aircraft Checklist		✓		Annual ELT Insp. Completed:		1/08
✓		Sectional Charts		✓		ELT Battery Replaced:		1/08
✓		First Aid Kit		✓		Fire Ext. Insp. Completed:		5/07
✓		Current Jeppesen Revision Rev#: 2	1/25/08	✓		Oxygen Flow Regulator		
✓		Current Flight Guide Revision Rev#: 114	7/07	✓		Oxygen Pressure:		1,000 psi
✓		Exterior Condition		✓		Compass Swing Completed:		1/07
✓		Interior Condition		✓		VOR Check Completed:		1/7/08
				✓		Radar Altimeter Setting:		300'

## COMMENTS

The airplane is in good condition for the number of hours on the aircraft. Crews do a good job keeping the aircraft looking sharp. A new interior is being installed shortly, with new seat upholstery and a new more serviceable floor covering.

☐ Check if continued on second page

COMPLETED BY

R. P. Rushton, Sergeant #9877

Destroy Previous Editions

c093g606 trp

# AIRCRAFT INSPECTION REPORT

CHP 93G (Rev. 1-02) OPI 018

E—Evaluated

A—Action Required

DATE

01/29/2008

LOCATION			AIRCRAFT NUMBER			HOUR METER READING		
Central Division Air Operations			Air 43			3,597.2		
E	A	ITEM	REMARKS	E	A	ITEM	REMARKS	
✓		Registration Certificate		✓		Annual Insp. Completed:	5/4/07	
✓		Airworthiness Certificate		✓		Most Recent Insp./Meter:	Phase 2 3,549.8	
✓		Current Weight and Balance		✓		Pitot Static Insp. Completed:	9/06	
✓		Pilot Flight Manual/Handbook		✓		Transponder Insp. Completed:	9/06	
✓		Approved Aircraft Checklist		✓		Annual ELT Insp. Completed:	5/07	
✓		Sectional Charts		✓		ELT Battery Replaced:	4/06	
✓		First Aid Kit		✓		Fire Ext. Insp. Completed:	5/07	
✓		Current Jeppesen Revision Rev#:	2 1/25/08	✓		Oxygen Flow Regulator		
✓		Current Flight Guide Revision Rev#:	114 7/07	✓		Oxygen Pressure:	1,400 psi	
✓		Exterior Condition		✓		Compass Swing Completed:	2/07	
✓		Interior Condition		✓		VOR Check Completed:	1/14/08	
				✓		Radar Altimeter Setting:	300'	

## COMMENTS

The airplane is in good condition for the number of hours on the aircraft. Crews do a good job keeping the aircraft looking sharp. A new interior is being installed shortly, with new seat upholstery and a new more serviceable floor covering.

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